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Secretariat

11 September 2009

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the sixty-fourth session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises and arrangements with respect to parking, catering facilities and commercial operations, during the sixty-fourth session of the General Assembly. Information specific to security arrangements for both the summit on climate change convened by the Secretary-General to be held on 22 September 2009, and the general debate, to be held from 23 to 30 September 2009, will be posted on iSeek for ease of reference.

Admission to Headquarters buildings

2. Staff members, affiliates and accredited information media will be admitted to the United Nations premises only upon presentation of a valid United Nations building pass or laissez-passer. In view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993 on the wearing of building passes will be strictly enforced. It is the responsibility of staff members to ensure that their building passes are current. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR Building at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's Executive Office/Administrative Unit. Staff members who arrive without their building passes will be directed to the UNITAR Building to obtain a day pass at the information desk in the lobby upon verification of the staff member's identity. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

Access at the 42nd and 46th Street entrances

3. During the sixty-fourth session, staff members, including those bearing only the United Nations laissez-passer, resident correspondents, physically challenged persons whose names are listed with the United Nations Medical Service and

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members of delegations will continue to have access through the entrance at 42nd Street and First Avenue. They are not required to be cleared at a screening area and may proceed into the premises at the Library entrance upon presentation of a valid building pass. Owing to the heightened security arrangements currently in effect, the 46th Street entrance and screening area will be used by affiliates, representatives of non-governmental organizations, interns, members of the information media (excluding resident correspondents) and those who possess courtesy and temporary building passes. The aforementioned persons using the 46th Street entrance are required to pass through a magnetometer. The 46th Street entrance will be open daily from 8 a.m. to 7 p.m. On weekends and holidays and during non-business hours when the 46th Street entrance is closed, magnetometer and X-ray screening will be conducted at the Secretariat entrance.

4. All large packages brought into the premises by all categories of persons, including staff and delegates, will be subject to security inspection.

Access through the Delegates' Entrance

5. During the sixty-fourth session, the pedestrian gate at 45th Street and First Avenue will be closed to pedestrians. The Delegates' Entrance at 46th Street and First Avenue will be reserved for use by members of delegations bearing Protocol access cards and senior United Nations staff bearing gold-coloured building passes.

Pass and Identification Offices, UNITAR Building and Public Plaza

6. In preparation for the sixty-fourth session of the General Assembly, the Pass and Identification Office, located in Room U-100, UNITAR Building, 801 United Nations Plaza, near the corner of 45th Street and First Avenue, will be open to staff members and members of delegations. Representatives of non-governmental organizations and members of the media will be assisted with accreditation at the screening and accreditation centre in a tent located on the Public Plaza. The days and hours of operation of these two Pass and Identification facilities will be as follows:

Date	*Hours of operation*
Saturday, 12 September	10 a.m.-6 p.m.
Sunday, 13 September	10 a.m.-6 p.m.
Monday, 14 September	9 a.m.-6 p.m.
Tuesday, 15 September	9 a.m.-6 p.m.
Wednesday, 16 September	9 a.m.-6 p.m.
Thursday, 17 September	9 a.m.-6 p.m.
Friday, 18 September	9 a.m.-6 p.m.
Saturday, 19 September	10 a.m.-8 p.m.
Sunday, 20 September	10 a.m.-8 p.m.

Date	*Hours of operation*
Monday, 21 September	12 noon-8 p.m. (Official United Nations holiday)
Tuesday, 22 September	7 a.m.-6 p.m.
Wednesday, 23 September	7 a.m.-6 p.m. (Main Pass and Identification Office and Media Tent)
Thursday, 24 September	8 a.m.-6 p.m.
Friday, 25 September	8 a.m.-6 p.m.
Saturday, 26 September	Closed
Sunday, 27 September	Closed
Monday, 28 September	9 a.m.-5 p.m.
Tuesday, 29 September	9 a.m.-5 p.m.
Wednesday, 30 September	9 a.m.-5 p.m.
Thursday, 1 October	9 a.m.-5 p.m.
Friday, 2 October	9 a.m.-5 p.m.
Saturday, 3 October	Closed
Sunday, 4 October	Closed
Monday, 5 October	Pass and Identification Office return to normal operations

As of Thursday, 1 October 2009, all pass and identification operations will return to the Pass and Identification Office, located in Room U-100, UNITAR Building, 801 United Nations Plaza, near the corner of 45th Street and First Avenue. The hours of operation will be from 9 a.m. to 4.30 p.m., Monday through Friday, until the last day of the main part of the sixty-fourth session of the General Assembly, when the hours of operation will revert to 9 a.m. to 4 p.m.

Access for members of the information media

7. Members of the media with valid United Nations building passes may use the Visitors' Entrance at 46th Street and First Avenue. Resident correspondents may continue to use the entrance at 42nd Street and First Avenue and are exempt from magnetometer screening. Both resident correspondents with equipment and non-resident correspondents with or without equipment must pass through security screening at the 46th Street and First Avenue entrance. Camera crew members accompanying resident and non-resident correspondents, as well as all types of temporary correspondents, may use only the 46th Street entrance, where they and their equipment will be subject to security screening.

Access to restricted areas

8. In accordance with established procedures, the second floor of both the General Assembly Building and the Conference Building are reserved for members of delegations, staff conducting official business in those areas and accredited members of the information media. In all cases, valid United Nations building passes will be required. Members of non-governmental organizations will not have access to the restricted areas, and their access to meetings at Headquarters will be honoured upon verification of valid United Nations building passes and appropriate tickets issued for the day's meetings.

9. Access to the second floor of the General Assembly and Conference Buildings will be permitted only upon presentation of the appropriate colour-coded secondary pass, together with a United Nations building pass. Secondary passes will be issued by the Pass and Identification Unit, in accordance with arrangements made by Executive Offices/Administrative Units. Building passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

10. Access to the second-floor South Lounge will require a secondary access pass. At certain times, special arrangements temporarily restricting access to the South Lounge for brief periods of time may be in effect.

11. Depending on the availability of space, staff members, interns and members of non-governmental organizations will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

12. Staff members are reminded of the existing security arrangements, under which all visitors on official business (maximum of five) and invited guests (maximum of three), including family members, must enter through the Visitors' Entrance at 46th Street and pass through magnetometer screening prior to admission to the building. An information assistant will verify the visit with the respective staff member before a visitor's day pass is issued. Staff members must escort their visitors and guests at all times when they are in United Nations buildings. Visitors and guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

13. During the general debate and special sessions of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. For the period of the general debate, the information and reception desk in the General Assembly Building lobby will be relocated to the UNITAR Building, 45th Street and First Avenue, 45th Street entrance. It will be the responsibility of each staff member to meet his or her guests at the information desk and to accompany them at all times. No guests will be permitted to enter restricted areas.

Tours

14. Regular guided tours will be suspended from 4 p.m. on Friday, 18 September, to the close of business on Wednesday, 30 September. On Thursday, 1 October, at 9 a.m., guided tours will resume and the building will reopen to the public.

Traffic in the Secretariat Circle

15. Only escorted motorcades will be allowed access through the gate at First Avenue and 43rd Street during the sixty-fourth session of the General Assembly.

Parking

16. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked on the premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations building passes must leave the vehicle before it enters the premises.

17. All vehicles, including those belonging to the heads of delegation of the Permanent or Observer Missions to the United Nations, will be required to enter the garage via the 48th Street entrance. Vehicles may enter only through the 48th Street entrance between 6 a.m. and 8 p.m. and leave only through the 42nd Street exit from Monday to Friday. At all other times, including Saturdays and Sundays, vehicles must enter and exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

18. All vehicles entering the premises will be searched.

Dining room, other catering facilities and commercial operations

19. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Since the demand at 1 p.m. is usually heavy, staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding a valid United Nations building pass or laissez-passer. From Tuesday, 22 September, to Wednesday, 30 September 2009, reservations for private dinners or receptions will be accepted only from Permanent and Observer Missions and from United Nations bodies. It should also be noted that during the period from 22 September to 30 September 2009, no guest without prior United Nations accreditation may be invited to those functions. As is customary, the Ex-Press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting or while a meeting is in progress.

20. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Café on the fourth floor of the Secretariat Building; the United Nations Correspondents Association Club on the third floor of the Secretariat Building; the Vendery on the third floor of the General Assembly Building; the cafeteria on the third floor of the DC-1 Building; and the cafeteria located on the first floor of UNICEF House.

21. The hours of operation of the various facilities during the sixty-fourth session of the General Assembly will be as follows:

September 2009 to September 2010 (subject to requirements of the capital master plan; dates and times of catering facilities remain as provisional information)

Main cafeteria (Secretariat Building, first floor)	
Monday-Friday	8 a.m.-7.30 p.m.
Staff Café (Secretariat Building, fourth floor)	
Monday-Friday	12 noon-3 p.m.
Vendery (General Assembly Building, third floor)	
Seven days a week	Available 24 hours
North Lounge (Conference Building, second floor)	
Monday-Friday (snack bar)	10 a.m.-5 p.m.
Monday-Friday (bar)	11 a.m.-8 p.m.
Delegates' Dining Room (Conference Building, fourth floor)	
Monday-Friday	11.30 a.m.-2.30 p.m.
Café Austria (General Assembly Building, first basement)	
Monday-Friday	8 a.m.-6 p.m.
DC-1 cafeteria, third floor	
Monday-Friday	8 a.m.-6 p.m.
UNICEF cafeteria (UNICEF House, first floor)	
Monday-Friday	8.30 a.m.-4.30 p.m.
Coffee Shop (General Assembly Building concourse, first basement)	
Seven days a week	8.45 a.m.-4.45 p.m.
Gift Centre (General Assembly Building concourse, first basement)	
Seven days a week	9 a.m.-5.30 p.m.
United Nations Postal Administration stamp counter (General Assembly Building concourse, first basement)	
Seven days a week	9 a.m.-5.30 p.m.
Bookshop (General Assembly Building concourse, first basement)	
Seven days a week	9 a.m.-5.30 p.m.